



Arizona Department of Education
Tom Horne, Superintendent of Public Instruction

September 11, 2008

Dear Exhibitor:

The Office of English Acquisition Services invites you to participate as an exhibitor in the ELL "Aiming for the Stars—Arizona 2008" conference in Tucson on December 9-11, 2008.

Place: Hilton Tucson El Conquistador
10000 N. Oracle Road
Tucson, Arizona 85704

www.HiltonElConquistador.com

Times: Set up Tuesday, December 9 - 7 PM - 9 PM
Exhibit Wednesday, December 10 - 7:30 AM to 4 PM
Exhibit Thursday, December 11 - 7 AM to 12 PM

REQUESTED EDUCATIONAL MATERIALS:

The Office of English Language Acquisition Services is asking for exhibitors to bring only samples of English educational materials for all grade levels that are strictly for English Language Development. **Specifically, we are interested in educational materials in the areas of phonology, morphology, syntax, lexicon, and semantics for English Language learner instruction. Grammar materials are of particular interest.**

1. ADE will be responsible for coordinating: space, a skirted 6' table, chairs and wastebasket for each vendor.
2. Set-up/breakdown times available: 7 PM through to 9 PM on Tuesday, December 9 and 12PM- 1 PM on Thursday, December 11.
3. Exhibit times are: Wednesday, December 10, from 7:30 AM to 4 PM and Thursday, December 11, from 7 AM to 12 PM.
4. Exhibitors will be responsible for: Electricity (extension cords, power strips, etc.), and all other AV/power needs.
5. Exhibitors must NOT use a large (*wide/towering) display, extra boxes, extra chairs or anything else that will: impede the flow of foot-traffic, violate fire regulations or be unsightly. *Wide/towering is defined as over 6' tall and 6' wide.
6. Exhibitors must ensure that their area is tidy; vendors need to 'police' their tables (attendees will leave drinks/dishes, etc.)
7. This is a non-partisan/competitive/first-come, first-served process. The registration fee of \$295 is due and payable by November 1, 2008, and includes access to breakfast, refreshment breaks and lunch for **one** exhibitor. If payment is not received in our offices by that date, the space reserved will be allocated to another exhibitor.
8. Exhibitors' online registration will be open from October 1, 2008 - November 25, 2008 and processed exclusively online at <http://www.ade.az.gov/online/registration/calendar/RenderCalendar.asp>. Go to the December 9 date to register in the "Exhibitors" section.
9. The special government guest room rate is available only until November 10, 2008. Be sure to make your reservation by that time to receive this group rate at 520-544-5000, toll-free 1-800-325-7832
10. Participation at the Exhibitors' Forum from 8:00AM-9:15AM on Thursday is included with your registration.

Please email your interest to Susan Eide at Susan.Eide@azed.gov.

If you have any questions, please contact me directly at 602.364.1927 or Pat.Scott@azed.gov.

Sincerely,

Pat Scott
Office of English Language Acquisition Services
Arizona Department of Education